

Welcome to Digital Skills

LCLM4002 Digital Skills
Week 10



Finished? Help others

- Remember, if you finish a task early, you are invited to help others.
- As soon as you finish, come to the front and get a Digital Helper badge
- Then go around the room and help others complete the task.



What today is about

Organise your digital work into a clear and professional portfolio

Choose and prepare key pieces of evidence that show your digital skills

Create a clear folder structure and file names that make sense to others

Show digital professionalism, including responsible use of AI

Prepare and submit your final portfolio with confidence



Your portfolio so far

- Take a few quiet minutes to think.
- Write short notes for yourself:
 - One thing already in my portfolio that shows progress
 - One thing I want to improve or finish today
- There are no right or wrong answers.
- When you are ready:
 - Share one idea only with the person next to you
- This activity is about ownership and reflection, not comparison.



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The Professional Digital Learner



What is a professional digital learner

- A professional digital learner shows responsibility and judgement
- **Three key qualities:**
 - Being organised = Your work is easy for someone else to follow
 - Using clear naming = Files and evidence make sense without explanation
 - Using AI responsibly = AI supports understanding but does not do the work for you
- These qualities matter because they show you are ready for
 - Study
 - Work
 - professional environments
- Today is about recognising these skills and making them visible in your portfolio



Your evidence of digital professionalism

- Look at your own work from this module.
- **Individually**
- Write short notes for yourself.
 - One piece of work that shows you are organised
 - One piece of work that shows clear naming or clear presentation
 - One example that shows responsible use of AI or not using AI
- Do not move or edit any files yet.
- **With a partner**
- Share one example only.
- Talk briefly about which professional quality it shows.
- This activity is about recognising your skills and preparing to choose evidence for your portfolio.



Quick check in

- Please open VEVOX.
- Answer the question honestly.
- Your answer is anonymous.
- This helps us understand how you are feeling before we move on.



What the portfolio needs to show





Understanding what your portfolio shows

- You will work in pairs.
- On your table, you will see cards showing different types of work from this module.

What to do

- Look at each card and place it under one of these headings:
 - Shows a skill clearly
 - Needs explanation in the audio reflection
- For each card, talk about:
 - What skill it shows
 - What you would need to explain for someone else to understand it

Blank cards

- If something important from your own work is missing, you can use a blank card to add it.
- Write:
 - What the work is
 - What skill it shows
- This activity is about understanding your story, not choosing right or wrong items.



A quick confidence check

- Please open VEVOX.
- Answer the question:

What progress are you most proud of this term

- One or two words is enough.
- Your answer is anonymous.



Building the portfolio





Selecting your portfolio evidence

- Work on your own.
- Look at the work you have created during this module.

Your task

- Choose three to five pieces of digital work you plan to include in your portfolio.
- For each piece, write a short note:
 - What skill this work shows
 - What tool you used
 - What you would explain in your audio or video reflection

Remember:

- Quality matters more than quantity
- Your portfolio should show how your skills developed
- Your reflection explains why each piece is important
- This activity is about making clear choices, not finishing everything.

On to reflection



Last week in Academic Skills

- Last week, you worked on reflection.
- You:
 - looked at what you learned this term
 - talked about strengths and challenges
 - noticed what you can do better now
 - thought about skills for study and work

Why this matters today

- Today is the same thinking.
- The difference is:
 - you focus on digital skills
 - you use your portfolio work
 - you will say it in an audio or video later
- You already know how to do this.



Using your Moodle reflections

- Over the term, you wrote reflection posts on Moodle.
- These posts are part of your learning journey.
- Today, you will use them to help with your DS3 reflection.

What to do now

- Open Moodle
- Open the reflection forum
- Scroll through your posts
- Take your time.
- Choose three posts from different weeks.
- You can choose posts that show:
 - something you learned
 - something that was difficult
 - something you improved later
- They do not need to be perfect.

- **As you read your posts, think:**
 - What was I learning at this time
 - What was hard for me then
 - What can I do more easily now
 - How did my digital skills change
- Write short notes only.
- Why this helps
- Your posts show:
 - progress over time
 - effort and learning
 - real reflection in your own words
- You can use these ideas for your DS3 audio or video later.
 - as they are
 - or as inspiration



Planning your DS3 reflection

- Think about your portfolio and your learning. You can use these questions to guide your thinking.
- **What does your portfolio show**
 - What digital skills does your work show
 - What are you proud of
- **What skills and tools did you use**
 - What skills did you practise
 - What digital tools can you use well now
- **Looking back**
 - What was hard at the start of the module
 - What can you now do on your own
- **Why this matters**
 - How do these skills help you in your study
 - How do they help you in work or daily life
- **What to do now**
 - Write short notes only
 - Choose three or four points
 - You are not recording today
- Take your time. Simple notes are enough.

Break time!

See you in 15 minutes 😊



Responsible uses of AI

- Work with your partner.
- Read each card.
- Decide if it shows good AI use or not OK AI use.
- Talk about why.



What do we agree?

- Good AI use
- Not OK AI use



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Digital professionalism statement





Writing your digital professionalism statement

- Use these three prompts
- Write one short sentence for each.
 - This term I improved
 - I used AI responsibly by
 - Next term I want to develop
- Simple English is fine.
- What this is for
- This statement shows that you can
 - reflect on your learning
 - act professionally
 - plan your next steps
- This matters in study and work.

Bringing your reflection together





Making links

- **From difficulty to confidence**
- Think about the start of the term and now.
 - What was difficult for you at the start
 - What feels easier now
 - What can you do on your own now
- You may remember this from your Moodle posts.
- **From work to skills**
- Look at your portfolio work.
 - What skills does this work show
 - What did you learn by doing it
 - What digital tools did you use
- Connect the work to the skill.
- From AI choices to professionalism
- Think about the AI activity you just did.
 - How did you use AI in a good way
 - What did you choose not to do
 - Why is this professional
- Link your choices to being a responsible learner.

Break time!

See you in 10 minutes 😊

Portfolio Readiness Check



How will you include your artefacts?

- Decide how your artefacts will appear together.
- Choose one:
 - Word document
 - PowerPoint slides
- Ask yourself:
 - Is it clear and easy to read?
 - Does it show my skills clearly?
- Write your choice down.

How will you record your reflection?

- Decide how you will record your DS3 reflection.
- Choose one:
 - audio only
 - short video
- There is no best option.
- Choose what feels manageable for you.

What do you still need to do?

- Think about your next steps.
 - Which artefacts do I still need to add?
 - Do I need to tidy or explain anything?
 - When will I record my reflection?
- Write one or two clear actions.

Quick partner check

- Tell your partner:
 - how you will submit your artefacts
 - how you will record your reflection
- Listen to your partner.
- Check that the plan sounds clear.

Feedback time!



Thank you for supporting each other

- Learning digital skills can be difficult.
- Many of you helped each other by
 - explaining things
 - sharing tips
 - being patient and kind
- Let's take a moment to say thank you.

